

## **Admissions statutes of Ulm University for the consecutive English-taught master's programme in Chemistry of 13 January 2023**

On the basis of § 60 (2) no. 2, § 63 (2) and § 59 (1) and (2) of the State Higher Education Act (LHG) in the version of 1 January 2005, repeatedly and most recently amended by Article 7 of the Ordinance of 21 December 2021 (law gazette 2022 p. 1, 2), the Senate of Ulm University passed the following Admission statutes for the consecutive English-taught master's degree programme with unrestricted admission in Chemistry at Ulm University on 16 November 2022.

### **§ 1 Scope of application**

In the master's degree programme in Chemistry, no admission numbers have been set according to the applicable admission numbers ordinance (*Zulassungszahlenverordnung - ZZVO*, higher education); an entrance procedure takes place in accordance with the following provisions.

### **§ 2 Deadlines**

Admissions take place in the winter and summer semester. The application for admission to the winter semester must be received by Ulm University by 15 May of the respective year; the application for admission to the summer semester must be received by Ulm University by 15 November of the respective year, including all required documents. These deadlines are legal deadlines; they are announced on the website of Ulm University for this degree programme.

### **§ 3 Form of the application**

- (1) The form of the application follows the provisions on admission procedures in the applicable version of Ulm University's statutes on admission and enrolment. The documents to be submitted for the master's degree programme in Chemistry are announced on the respective web pages of Ulm University.
- (2) The following documents must be submitted together with the application:
  1. Proof of the requirements specified in § (4) 1 no. 1 to no. 6, in particular in the case of § (4) 1 no. 1 a) the bachelor's examination certificate or comparable proof and the bachelor's degree certificate,
  2. the completed form in Annex 1,
  3. declaration by the applicant stating whether he/she has failed at last attempt an examination required by the examination regulations at a German higher education institution in the same master's degree programme or in a related degree programme with essentially the same content or whether the right to examination no longer exists,

4. the additional documents mentioned in the current version of the statutes of Ulm University on admission and enrolment for studies, if applicable.
- (3) As a rule, the application must be accompanied by
- the diploma supplement (if available),
  - the transcript of records (ToR) or an excerpt of grades indicating the final grade or average grade,
  - in the case of foreign certificates, a grading scale with the best grade to be awarded and the minimum passing grade for obtaining the higher education degree, and
  - an indication of the total number of credit points for the degree programme.
- (4) The time for demonstrating the required language skills is regulated in § 6 of the Statutes on language skills required for studying at Ulm University.
- (5) If these certificates and other documents to be submitted are not in German or English, an official translation into German or English must also be submitted.

#### **§ 4 Entrance requirements**

- (1) Prerequisites for entrance to the master's degree programme in Chemistry are:
1. a bachelor's degree in chemistry or at least an equivalent degree from a university, a university of applied sciences, a cooperative university or a recognised foreign higher education institution in the field of chemistry or in a related or subject-specific course of study at the level of at least three years of study, evidenced either by
    - a) an academic final examination with a bachelor's degree with an overall grade of 3.0 or better, or
    - if no degree has yet been awarded,
    - b) previous study and examination achievements with an average grade of 3.0 or better up to the time of submission of the application,as well as
  2. examination achievements in the chemistry modules corresponding to not less than 85 ECTS points,
  3. examination achievements in chemistry lab courses corresponding to not less than 25 ECTS points,
  4. the ability to conduct independent scientific work, demonstrated in particular by a thesis or comparable achievement corresponding to 10 ECTS points,
  5. a one-page written report (in German or English) stating the personal and subject-specific reasons for applying for the degree programme in which the choice of the aspired programme is explained (motivation letter), as well as
  6. adequate English language skills according to § 3 (1) of the applicable Statutes on the required language skills for studying at Ulm University.
- (2) Subject-specific degree programmes within the meaning of paragraph 1 no. 1 are degree programmes whose requirements according to paragraph 1 no. 2 and no. 3 are fulfilled.

- (3) In addition to the formal quality, the evaluation of the motivation letter is based on the convincing demonstration of the candidate's interest in this master's programme as well as the presentation of their particular aptitude and motivation for this programme. Here, the extent to which he or she can meet the requirements of the master's degree programme and how meaningful participation in the master's degree programme is for him or her is assessed. The letter of motivation is assessed as "suitable" or "not suitable". To fulfil the entrance requirement it must be assessed as passed ("suitable").
- (4) The admissions committee shall decide on the equivalence of the bachelor's degree and the equivalence of other degree programmes not expressly mentioned in paragraph 1 no. 1. When recognising foreign degrees, the assessment proposals of the Central Office for Foreign Education at the Secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (ZAB) as well as the agreements within the framework of higher education partnerships must be observed. For degree programmes that are not subject to the ECTS regulations (ECTS grades and credit points), the admissions committee decides whether the requirements stated in paragraph 1 are met.
- (5) Deviations from §§ 2, 3 as well as § 4 (1) may arise for students who are in joint degree, double degree or structured exchange programmes. As a rule, the evidence is deemed to have been provided upon admission to the respective degree programme at the home university or selection by the respective cooperation programme. Insofar as contractual agreements exist in these programmes, they shall take precedence over the provisions of these statutes.
- (6) Admission to the master's degree programme can also be applied for if the bachelor's degree cannot yet be submitted by the expiry of the application deadline according to § 2 and if it can be expected that the applicant will complete the bachelor's degree programme in good time before the start of the master's degree programme on the basis of previous studies, in particular the previous study and examination achievements. In this case, the preliminary average grade according to § 4 (1) no. 1b can be considered for the admission decision.
- (7) Admission to the master's degree programme may also be applied for if proof in accordance with § 4 (1) no. 2 to no. 4 cannot be submitted by the expiry of the application deadline in accordance with § 2.

## **§ 5 Admission and selection decision**

- (1) The President decides on admission at the proposal of the admissions committee. The decision on the academic suitability of the applicant as well as the evaluation of the documents is the responsibility of the admissions committee.
- (2) Admission shall be denied if
  1. the application documents have not been submitted in due time within the meaning of § 2 or in due form and completely within the meaning of § 3,
  2. the requirements stipulated in § 4 have not been met, or
  3. a previous admission in the same degree programme or a related degree programme with essentially the same content has lapsed because an examination was failed at last attempt or the right to examination no longer exists.

- (3) The admission may be granted subject to reservations, in particular subject to a resolutive condition or subject to certain requirements. In the case of an application according to § 4 (6), sentence 1, admission is to be granted under the resolutive condition that the bachelor's degree and the requirements associated with it are proven within the deadline set by Ulm University. If the proof is not provided in due time, the admission expires. In justified cases, in particular if individual achievements cannot be proven within the scope of § 4 (1) no. 1 to 3, the admission may be subject to certain requirements. The requirements must be fulfilled by the end of the examination period of the first semester in the programme; if the student is not responsible for not fulfilling the requirements, they must be fulfilled by the end of the examination period of the second semester at the latest. The requirements are determined by the admissions committee.
- (4) If it is not possible for an applicant to provide proof of the bachelor's degree on time and if he or she is not responsible for this, provisional enrolment may be granted on the basis of a corresponding declaration by the applicant, subject to the requirement that the certificate of the first professional qualification or proof of all achievements required for the degree must be submitted by the end of the first semester at the latest. The same applies to the language certificate pursuant to § 4 (1) no. 6. If the proof is not provided by the deadline, enrolment will not take place or the re-registration application for the following semester will be denied.
- (5) Applicants who fail to prove that they meet the requirements of § 4 in due form and time shall be excluded from the procedure and shall receive a notice of exclusion. This notice must state the reasons for rejection and provide information on their right of appeal.
- (6) In any other respect, the applicable provisions on admission stated in Ulm University's statutes on admission and enrolment remain unaffected.

## **§ 6 Admissions committee**

- (1) The faculty board shall appoint an admissions committee. The admissions committee consists of at least two persons who belong to the full-time academic staff and their deputies. At least one person must be a higher education teacher as defined in § 44 (1) no. 1 LHG. Furthermore, an experienced professional practitioner may be appointed to the admissions committee by the faculty board based on § 2c S. 2 no. 6 of the higher education admissions act (HZG). The members' term of office is three years. Reappointment is possible.
- (2) The admissions committee shall elect a chairperson from among the voting members.
- (3) At the request of the student members of the Faculty Council, a student may join the committee in an advisory capacity. The term of office is one year.

## **§ 7 Effective date**

These statutes come into effect on the day after their publication in the Official Bulletin (*Amtliche Bekanntmachungen*) of Ulm University. They first apply to summer semester 2023 admissions. At the same time, Ulm University's admissions statutes for the consecutive, English-taught master's programme in Chemistry of 28 February 2018, published in the Official Bulletin of Ulm University no. 8 of 6 March 2018, pages 105-109, cease to have effect.

Ulm, 13 January 2023

signed

Prof. Dr.-Ing. Michael Weber

President of Ulm University

Courtesy Translation

## Annex 1

Application form – Master of Science Chemistry		
Please appoint two instructors from the institution that awarded the last degree to you, who the University of Ulm may apply to for indications of references if necessary.		
<b>Instructor 1</b>		
Name:		
Institute:		
Mail address:		
Phone:		
<b>Instructor 2</b>		
Name:		
Institute:		
Mail address:		
Phone:		
Please provide the following short overview of your earned credit points during your last course of studies. Please ensure that your specifications are in agreement with the data of your Transcript of Records.		
Subject	Earned Credit Points	
Inorganic Chemistry	Lab Courses only	
	Lectures, seminars, exercises	
Analytical Chemistry	Lab Courses only	
	Lectures, seminars, exercises	
Organic Chemistry	Lab Courses only	
	Lectures, seminars, exercises	
Physical Chemistry	Lab Courses only	
	Lectures, seminars, exercises	
Further chemistry subjects (please specify!):	Lab Courses only	
	Lectures, seminars, exercises	
<b>Total Credit Points Labs:</b>	<b>Total Credit Points overall:</b>	
I confirm that my specifications are true.		
Signature:		